

**Zion Lutheran Church (393-2013)
Equipment Request Use Form
(January 2013)**

Purpose for Usage:

For church function? Yes ___ No ___

ITEM TYPE	QUANTITY	DEPOSIT
8 ft. table (wood tables only)	_____	N/A
Metal folding chairs	_____	N/A
Roasters	_____	N/A

Note: Other kitchen items are not to be loaned out.

Deposits are due at the time of signing of the Equipment Use Request Form

Borrow date: _____ Time: _____

Return date: _____ Time: _____

Zion Lutheran Church is not liable for any injury or loss due to the use of any equipment borrowed from Zion Lutheran Church.

NOTE: The person signing this request is responsible and must be present when picking up listed equipment. By signing this request form, said person agrees to reimburse Zion Lutheran Church for the repair or replacement of any damages or losses to the borrowed equipment.

Print Name _____ Phone _____

Address _____ City _____

Signed _____ Date _____

Office Use Only: Deposit paid? Yes ___ No ___ Checked for conflict? Yes ___ No ___
Signed form? Yes ___ No ___

Usage approved by Trustee _____ Date _____

Items must be picked up and returned during normal church office hours or other arranged time and signed out by designated person. No items are to be picked up or returned during church services or scheduled activities that may be interrupted due to the loading or unloading of items.